How to Use Outlook for Windows

Sophia University ICT Office

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Sophia University ICT-Office

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1. Note on Using Outlook

Please remove the following when you use Outlook.

- 1-1 Recommended Outlook Version Recommended Outlook version is as below.
 - Windows: Outlook 2021 or later
 - Mac: Outlook 2019 or later
- 1-2 Mailbox Storage Limits and Message Size Limits You cannot send over 500 messages at one time. (as of Aug. 2019)

Items	Limitation
mailbox storage limit	100GB
sending message size limit (text + attachments)	25MB(※ You could not send a message because of limitation of the addressee.)
receiving message size limit (text + attachments)	25MB
address book limit	500件
file attachments limit	250件
recipient rate limit (sending messages limit / 1 day)	10,000 / 1 day
message rate limit (sending messages limit / 1 minute)	30 / 1 minute

※ Please also refer "OWA manual" which is written notes about using Sophia Mail.

1-3 Limitations of the Mailbox

The amount of mailbox storage is <u>100GB</u> which includes the whole Inbox, Outbox, Sent folder, Drafts folder, Trash folder, and Junk Email folder.

A warning message will be sent to you from the administrator when your used space is close to the limitation. If you receive the message, please delete your emails and increase free space.

If your mailbox reaches the limitation, you cannot send/receive and transfer messages anymore.

2. Install Office

2-1 Free Office (Office365 ProPlus)

While you belong to the university, you can download MS Office from the Microsoft website. You can install it on 5 computers including use in your home. Please refer to the ICT Office website for downloading and installing it. <u>https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-11-en/</u>

%If you leave the university because of graduation or withdrawal, you cannot use the MS Office any longer. After the leaving, please purchase MS Office or contract with Office 365 service personally.

%If you want to install MS Office on multiple computers, please use the MS Office that ICT Office lends.

2-2 For Teachers Only

ICT Office offers a download service of the installer of Microsoft OS and Office for teachers and staff.

Please confirm the ICT Office Website for the terms of use. <u>https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-09-en/</u>

3. Mail Settings

Please set the following for using e-mail on Outlook.

- 3-1 Adding an account (when using Outlook for the first time)
 - (1) Launch Outlook.

* If the profile selection screen appears, open [Options], check "Set as default profile", and click [OK].

Choose Profile X		Choose Profile X
Profile <u>N</u> ame: Outlook		Profile <u>N</u> ame: Outlook
Options >> OK Close		Options >> OK Close
	,	Options et as <u>d</u> efault profile
		Prompt for a profile to be used
		Ne <u>w</u> Propertie <u>s</u> Dele <u>t</u> e

(2) Enter your Sophia ICT account and click [Connect].

Faculty Members/Emeritus Professors: [ID Number]@sophiamail.sophia.ac.jp Students/Alumni/Retired People: [ID Number]@eagle.sophia.ac.jp

×
Faculty members: <u>[8 figures ID Number]@sophiamail.sophia.ac.jp</u> Students: <u>[8 figures ID Number]@eagle.sophia.ac.jp</u>
outlook
Email address
Advanced options 🗸
Connect

(3) Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.



(4) Click [Microsoft365].

outlook				×
Advanced setu	ıp			
Microsoft 365	Outlook.com	Exchange	Google	
POP	IMAP	Exchange 2013 or earlier		

(5) Account added successfully. Click [Done] to launch Outlook.



- 3-2 Adding an account (if you are already using Outlook)
 - (1) Click the [FILE] tab and click [Add Account].



Continue with the steps from (2) on page 5 above. Restart Outlook after adding the account.

4. Mail

When you use e-mail, select [Mail] on the Navigation at the bottom of the screen.



4-1 Receive Messages

4-1-1 Read Received Messages

The received message is sent to the [Inbox] that you set up in section 3-1. Unread messages are shown as bold. The message will be displayed in the Reading Pane when you click the message.



4-1-2 Refer Attachment Files

If there are attachment files, a clip icon will appear next to the subject on the message list.



On the Reading Pane, attachments are shown under the subject.



There are some methods for referring attachments.

① Clicking on an attachment displays its contents in the Reading pane. You can reread the message by clicking [Message]

Whether you can refer contents of the attachment depends on the file type.

- ② Double-click the attachment file and open it.
- ③ Right-click on the attachment file choose [Save as] and save the file.

%Blocked extensions

Attachments with the following extensions are considered at risk and blocked by Outlook when received. The original attachment will be discarded, and a text file will be attached stating that the filter has removed it.

List of the Invalid Extensions

.ade,.adp,.app,.asp,.aspx,.asx,.bas,.bat,.cer,.chm,.cmd,.cnt,.com,. cpl,.crt,.csh,.der,.diagcab,.exe,.fxp,.gadget,.grp,.hlp,.hpj,.hta,.htc ,.inf,.ins,.isp,.its,.jar,.jnlp,.js,.jse,.ksh,.lnk,.mad,.maf,.mag,.mam,.m aq,.mar,.mas,.mat,.mau,.mav,.maw,.mcf,.mda,.mdb,.mde,.mdt,.md,. mdz,.msc,.msh,.msh1,.msh2,.mshxml,.msh1xml,.msh2xml,.msi,. msp,.mst,.msu,.ops,.osd,.pcd,.pif,.pl,.plg,.prf,.prg,.printerexport,. ps1,.ps1xml,.ps2,.ps2xml,.psc1,.psc2,.psd1,.psdm1,.pst,.py,.pyc,. pyo,.pyw,.pyz,.pyzw,.reg,.scf,.scr,.sct,.shb,.shs,.theme,.tmp,.url,.v b,.vbe,.vbp,.vbs,.vhd,.vhdx,.vsmacros,.vsw,.webpnp,.website,.ws,. wsc,.wsf,.wsh,.xbap,.xll,.xnk

4-2 Compose Message

- 4-2-1 Compose New Email
- (1) Click [New Email] on the [Home] tab.



(2) Enter "To..." and "Subject" and "message body" and click [Send].

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Arial (Body) ⊫ Paste ▼ ◆ ▲ ▼) • 10 • A* A*	Address Check Book Names	 Attach File Attach Item * Signature * 	Follow Up + Follow Up + High Importance Assign Policy + Low Importance	Zoom	Apps for Office	
Clipboard 🗔	Basic Text 🕞	Names	Include	Tags 🕞	Zoom	Add-ins	~
To To Send Subject Dear Professor ***							

When you send a message to multiple addresses, enter a semicolon between the addressees.

%If you want to send a message as BCC, click [OPTIONS] tab and click [BCC]. BCC form will appear.

E .	5 0	ή Ψ	÷		0_0	Intitled - Me	essage (HTML)	- (7)	?	★ –	Π×
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*	Effects ▼	Color •	Dec	110111	*	Buttons *	Request a Kea	ad Receipt	Item To *	Delivery F	eplies To	
	Themes		Show	Fields	Permission		Tracking	G.	Mo	re Options	Es.	~
ः• Send	То Сс											
	Subject											
Dear F	Professor *	**										•

4-2-2 Reply or Forward Message

Select a message and click [Reply] [Reply All] or [Forward] on the [HOME] tab and send a message.



4-2-3 Attach File

Click [Attach File] on the [MESSAGE] tab and select a file. You can also attach files by drag & drop from folders on your PCs. The attached files are shown under the subject.

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FILE	MESSAGE	INSERT	OPTIONS	FOR	RMAT TEXT	REVIEW				
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ः• <u>S</u> end	To <u>C</u> c <u>B</u> cc Subject									
	Attached	🛅 Sample Fil	e.zip (132 B)							
Dear P	Professor ***	ię.								

%You can attach a file up to 25MB. However, there is a possibility that you cannot send attachments even if the file size is under 25 MB. That depends on the file type or limitation of the addressee. Please decrease the file size to under 20MB. XYou can attach files that have the following extensions.(This information may change without notice)

List of the Valid Extensions
.rpmsg, .xls, .xlsx, .xlsm, .xlsb, .pptx, .pptm, .ppsx, .ppsm, .doc, .d ocx, .docm, .wmv, .wma, .wav, .vsd, .txt, .tif, .rtf, .pub, .ppt, .png, .pdf, .one, .mp3, .jpeg, .gif, .doc, .bmp, .avi, .jpg, .tiff, .zip

- 4-2-4 Add Signature on Message
- (1) Select [Signatures...] from [Signature] on the [MESSAGE] tab.

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FILE MESSAGE	INSERT OPTIONS	FORMAT TEXT REVIEW		
Paste ▼ ◆ ◆ ▲ → ▲ →	- 10 - A A 	Image: Book of the state o	Follow Up + High Importance Low Importance	Apps for Office
Imploard Implo	Basic lext 5	<u>S</u> ignatures	lags F _a Zoo	M Add-ins

(2) Click [New] to enter a signature name as you want and click [OK].

	Signatures and Stationery ?	×
E-mail Signature Personal Stationery		
Sele <u>c</u> t signature to edit	Choose default signature	
	A E-mail account:	۷
	New <u>m</u> essages: (none)	۷
	Replies/ <u>f</u> orwards: (none)	۷
Delete <u>N</u> ew S	New Signature ? ×	
air signature MSゴシック(Bマ 10.5 マ B 1	Iype a name for this signature: Image: Business Card Sample Signature Image: Business Card	_
	OK Cancel	^
		¥
	OK	cel

(3) From [E-mail account:], select the e-mail address to which you want to add the signature. Next start creating a signature. Select the signature you use for [new message:] and [Replies / Forwards:]. After the selection click [OK].

Signatures a	nd Stationery ?	×
E-mail Signature Personal Stationery		
Sele <u>c</u> t signature to edit	Choose default signature	
Sample Signature	E-mail <u>a</u> ccount:	~
	New <u>m</u> essages: Sample Signature	~
	Replies/forwards: Sample Signature	~
Delete New Save Rename		
Edi <u>t</u> signature		_
Malgun Gothic 🗸 10.5 🗸 B I <u>U</u> Automatic	💌 🚍 🚍 🛛 👪 Business Card 🛛 🛺	
		^
John Smith		
Tel : (+81) 3-1234-5678		
E-mail : sample@sophia.ac.jp		
Sophia University ICT Office		
		~
	OK Cance	9

- (4) After the settings, a signature will be added automatically on the message compose window.
- 4-2-5 Schedule Sending Message
- (1) Click [Delay Delivery] from [OPTIONS] tab on the message compose window.

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FILE	MESSAGE INS	SERT OPTION	IS FORM	AT TEXT REVIEW			
Themes	Colors • Fonts • Effects • hemes	Bcc From	Permission •	Use Voting Request a Read Receipt Buttons *	pt Save Ser Item To	t Delay Delivery Feplies To ore Options	~
Send S	To						

(2) Check [Do not deliver before] and enter delivery date and time. The message will remain in [Outbox]. The message will be sent when the time comes. After the sending, the message will move to [Sent Item].

Properties												
Settings Security												
Importance Normal V Change security settings for this message.												
Sensitivity Normal V Security Settings												
Do not A <u>u</u> toArchive this item												
Voting and Tracking options												
Use voting buttons												
□ Request a <u>d</u> elivery receipt for this message												
Request a receipt for this message												
Delivery options												
© Have replies sent to Select Names												
✓ Do not deliver <u>b</u> efore 2015/12/27 ∨ [17:00 ∨												
Expires after None V 0:00 V												
✓ Save copy of sent message												
<u>C</u> ontacts												
Categories None												
Close												

- *This invitation may not be sent immediately when the delivery date comes. The invitation will be sent when "auto send & receive" is run after the scheduled date.
- %If you open the invitation message after putting on [Outbox], the scheduled date will be cleared. Please be careful.
- *Furthermore on this screen, you can set up properties for sending messages. Use these settings as needed.

5. Contacts(Address Book)

- 5-1 Enter Addressees by Using Campus Address Book (for Faculty Members Only) Faculty members can use the Organization Address Book when they send an e-mail or invite to meet someone. In the Organization Address Book, organization members are registered for each organization. You can choose the members by name or organization.
 - (1) You can refer to Address Book or Contacts by clicking [To...] on the mail compose window. Registered members will be shown ordered by phonetic name when you select [Offline Global Address List]. Choose the members and click [To ->], [Cc ->], or [Bcc ->], you can set addresses.

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		20		×
	<u>Το</u> -> <u><u>C</u>c -> <u>B</u>cc -></u>			
				OK Cancel

(2) You can search for an addressee from the [Name List] tab. Enter the name that you want to send a message. The matched name will appear at the top of the list. Set the addressee by clicking [To ->], [Cc ->], or [Bcc ->].

When you search addressee by name, you must input Katakana in the search box.

	Colore Nor			1	×
Na <u>m</u> e List Organization	e search the	e addressee	e by Katakana		
Search: Name only More c アイウエオ	Go Offline Gl	o ok obal Address List	- kenichiro_matsur 🗸	Ad <u>v</u> anced Find	
Name	Phonetic Name	Department	Title	Business Phone	Location
	Pa			100	^
<					>
To -> <u>C</u> c -> <u>B</u> cc ->				OK	Cancel

(3) You can select an addressee from the organization to which the addressee belonged. When you click the [Organization] tab, each organization's members will be shown. Set the addressee by clicking [To ->], [Cc ->], or [Bcc ->].



(4) You can choose an addressee from the address book that you made. Click

[Contacts] from the list of the [Address Book] on the [Name List] tab. We will explain "how to create your address book" later.

Name lift	Select	[Contacts – Your E-mail Address]	×
Search: Mame only More only	olumns A <u>d</u> dress Book	Ad <u>v</u> anced Find	
Name	Display Name	E-mail Address	
Sample List Test User 1 Test User 2	Sample List Test User 1 Test User 2	sample@sophia.ac.jp	^
			~
<			>
To -> Test User 1			
<u>C</u> c -> <u>Test User 2</u>			
<u>B</u> cc ->			
		OK	Cancel

5-2 Create My Contacts

(1) Select [People] from Navigation at the bottom of the screen. Select [Contacts] on [My Contacts] and click [New Contact] on the [HOME] tab.

02	5 ∓				Contacts -					- Outlook		? 📧 –	□ ×
FILE	HOME	SEND ,	RECEIVE	FOLDER	VIEW								
New Contact	Vew Contact Group	New Items *	X Delete	Email	Business C	People	+ + +	Move *	ge	E Forward Contact • Share Contacts	Follow Up •	Search People]
	New		Delete	Communicate	Curre	nt View		Actions		Share	Tags	Find	~
⊿ My C	ontacts	审约年	<	123	Sample List				- Tes	Search Contacts (Ctri-	+ E)		Q
Conta	cts			, <i>У</i>	Sa	mple Lis	t			Test User 1			
Connect	to a social ne	twork		・ ガ サ タ ナ ハ マ ・	Gr Test User 2	oup				sample@sophia.ac.jp			
	il Cal	anda		5 7	Test Us	er 2							
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ITEMS: 3					ALL FOLDER	S ARE UP TO	DATE.	CONNECTE	D TO	MICROSOFT EXCHANGE	🗖 🕮	+	100%

(2) Enter the required information and click [Save & Close].

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FILE CONTACT INSERT	FORMAT TEXT REVIEW				K) •			
Save & Delete Save & Forward OneNot Close New	General General All Fields	ail Meeting More	Address Check Book Names	Business Picture Card	Categorize Follow P	rivate Zoom		
Actions	Show	Communicate	Names	Options	lags	Zoom		^
Edit Yomi(V) Last(G) /First(M)								
Company								
Dep <u>a</u> rtment /Job <u>t</u> itle								
Fil <u>e</u> as				*	Notes			
Internet					Notes			
E-mail 👻					4			
Display as								
Web page address /IM address								
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Business 👻		Home 👻						
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Business 🝷			This is the I	mailing add <u>r</u> ess				
Postal code(U) /State(D)								
City(Q)				Æ9				
Street(<u>B</u>)				Map It				
Country/Region			٣					
								^

5-3 Add a Contact from an E-mail Message

(1) Right-click on the sender on the Reading Pane. Next, select [Add to Outlook Contacts].

😋 Reply 🛱 Reply All 😋 Forward
2015/12/19 (土) 20:40
Microsoft Outlook
soft Outlook Test Me
Right click on the sender.
Clear
Outlook while testing the settings for y
open co <u>n</u> tact card
Microsoft Outlook <
See more about Mirror off Outlook
ECTED TO: MICROSOFT EXCHANGE

(2) Register dialog will open. Enter user information and click [Save].

		×
Name		
Test User 3]
		-
CONTACT NOTES		
(+) Email	Work	
Email		
testuser3@sophia.ac.jp	Address	
⊕ Phone	(+) Birthday	
€IM		
	Save Cance	

(3) The contact address will be registered on [Contacts] on [My Contacts].



5-4 Use Contact Group

Contact Group is the function for grouping individual contact addresses and sending broadcast messages. By using this function, you can set multiple addresses easily.

(1) Select [New Contact Group] from the [HOME] tab on the Contacts window.



(2) Enter the group name on [Name] and click [Add Members]. Select the address book or contacts that include the addressee to add.

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FILE CONTACT GROU	JP INSERT	FORMAT TEXT REVIEW
🗗 🗙 🖳 🛛	S	
Save & Delete Forward Me	mbers Notes	Add Remove Update Email Meeting Categorize Follow Private 2
Close Group Group •		Members - Up - Up -
Actions	Show	From Outlook Contacts ommunicate Tags 2
Name Sample Contact Grou	up	From Address Book
🗋 Name 🔺		🗸 New E-mail Contact E-mail
		We didn't find anything to show he

- •From Outlook Contacts: Select from [My Contacts] that is entered in section 5-2.
- •From Address Book : Select from the Official Global Address List.
 - : Enter e-mail address directly.
- (3) Select a member from [Outlook Contacts] or [Address Book]. You can select multiple members by holding the "Ctrl" key and clicking the members.

	Select Members: Offline Global Addre	ess List	
Name List Organization	a selected a data a facto		
	Go Offline Global Address List -	✓ Adyanced Find	
Name	Phonetíc Name Department Title	Business Phone	Location
a mediacenter		-	^
Kembers ->			>
		ОК	Cancel

Click [OK] after members are added.

•New E-mail Contact

(4) On [Add New Member] dialog, enter the name and e-mail address and click [OK].



6. Schedule a Meeting with Other People

You can share personal schedule with others and invite others to a meeting on Outlook. Among faculty & staff members, title, time, place, and members (in case of meeting) in the personal schedule are open (shared), except Secret one. Details of the schedule are not open.

Among students, all items are hidden, except granting authentication to each other. Among faculty & staff members and students, it is impossible to share calendar items. If you use a division account such as for the office, please do NOT create calendar items, although via those accounts it is possible to view schedules.

When you want to open your Calendar, click [Calendar] at the bottom of the screen.



6-1 Check Schedule

You can switch views of the schedule. The example above is "Schedule View". You can also select [Day], [Work Week], [Week], [Month].

How to Use Outlook for Windows

Show as [Day]

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/pe ig ee	Today	Next 7 Days 1 G	My Department o To	My nt Calendar	Day	Work Week	Week	Month	Schedul View	le (Open Calendar - Manage (Calendar Groups * Calendars	E-mail Calendar	EG Pu Ali Ca S	blish I denda ihare	Dnline * r Permissions	E Addre	ss Book	^
4	۲	2015	年12月	16日		Sun	nida-ku	ı, Tökyö	. 🕴		Today 12°C/4°	c 🚓	Tomorrow 11°C/3°C	1	Search	s Calendar (Ctri	+Ej		ρ
	4 7	Calend	lar ×	• ===		×	•		×	*	100.08	×	•		×			14.	渡
8																			1
9	7																	c	5
10	1			100	0														
11	1																		
12	1						-											-	
13					1						(cannot be	B (14)							
14	í.														10				
15	1																-		

Show as [Month]



6-2 Refer Schedules

You can refer to your schedule by selecting [Calendar] under [My Calendars].

%There is [Calendar (This computer only)] under the [My Calendars]. This schedule is

independent of [Calendar]. You can refer to this schedule from your computer which you are operating. (That schedules are not shared with others.)

You can show other schedules along with yours. We will explain how to select schedules that you want to show from the campus address book (Official Global Address List.).

(1) Right-click [My Calendars] and select [Add Calendar]. Next, select [From Department List...] and select a department from the department list.

Show as [Work Week]



Today 12°C/4°C

11

Share

13

14

Show as [Schedule View]

.....

10

00 <u>.</u> **1**2

▲ ▶ 2015年12月16日(仏滅)

2015年12月16日 (仏滅)



How to Use Outlook for Windows

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▲ My Calendare	13	1		□
✓ Calenda	<u>R</u> ename Group			
i j	D <u>e</u> lete Group			品 情報システム室
	Remo <u>v</u> e All Calendars		x	
	New Calendar Group			★~~(23) ★2/35/円
	Add Calendar	From Address Book	L/	
	<u>A</u> rrange By Name	From <u>D</u> epartment List	V	
	Show All Calendars	📴 From <u>R</u> oom List		
	Refresh <u>F</u> ree/Busy	From Internet		
🗆 🗆 🖈	Move <u>U</u> p	Open Shared Calendar		
	Move D <u>o</u> wn			OK Cancel
		2		

(2) Selected schedules will be added to [Calendar]. Select people to refer to the schedule.

The example below is shown as [Schedule View]. %You can refer to 30 schedules at once.



When you show [Schedule View], you may not show the whole subject of the event. In that case, switch to [Day] view and mouse over the event. The detailed information will be shown on the pop-up window.

02	5 ∓					Ca	alendar ·					- Outlook			< (7		? 📧 —	n ×
FILE	HOME	SEND /	RECEIVE	FOLDER	VIEW		_	_										//
New Appointme	New ent Meeting New	New • Items •	New Skype Meeting Skype Mee	Today	Next 7 Days D Go	My Department (My I Calendar	Day Vork	Week Arrange	Month S	Schedule View	Open Calendar Manage	Calendar Groups * Calendars	E-mail Calendar	Fig. Share Cale Fig. Publish Or Share Share	endar nline + Permissions	Search Peop	le Book
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6-3 Create Your Event

(1) Select a date that you want to create an event.

Your schedule is shown on the row of [Calendar]. When you create an event, double-click on the time or right-click, and select [New Appointment].

%You cannot create on the row of the others. When you want to assign a schedule of meeting or conference, please refer to "Create and Request a Meeting Request" which is mentioned later.



(2) Enter the subject of the event and time

If you click the key icon 🙃 , the event will be private. Other people can recognize there is an event at the time, but the subject is concealed.

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Locat <u>i</u> on	conferen	ce room 1-123												
S <u>t</u> art time	2015/12/	18 (金)		10:00	*	All day	e <u>v</u> ent	If vo	ou enable	"All da	v event	" option		
En <u>d</u> time	2015/12/	18 (金)		10:30	•]			Please cl	nange t	his sett	ina.		
ų				Tex	t in th	is are	ea is	not op	en.					

- When you enable the [All day event] option. [Show as] setting will change automatically from [Busy] to [Free]. Others would recognize the time is vacant. If you are on vacation at the time, change the setting to [Busy] or [Out of Office].
- (3) After entering the information, click [Save & Close].

6-4 Create and Send a Meeting Request

You can create an event and invite others to your meeting at the same time. Attendees will receive an e-mail automatically. A temporary schedule will be assigned to the calendar of the attendees.

(1) Right-click on the time to create the event and select [New Meeting Request]. You can also create an event by selecting [New Meeting] from [New Meeting] on the top-left of the window.



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	日月	火水木	、金 土			2013	9年12月	10 🗆 (9	ר יינ	

(2) If you want to invite others to your meeting, click "Invite Attendees".

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Action	ns		Show		Skype	Meetin.	Attendees		Options		Tags
S <u>u</u> bject	meeting	with prof	essor ***	r)			
Locat <u>i</u> on	conferen	ce room 1	-123								
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En <u>d</u> time	2015/12/1	18 (金)			10:30	-	·				
به											

(3) Click [To...] and select attendees from the Address Book.

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Delete		appointment	Scheduling Assistant	Skype Meeting	Meeting Notes	Cancel Invitation		Busy 15 minutes	Recurrence	er C
Action	s	Sho	w	Skype M	Meeting	Attendees		Optio	ns	ы
You h	To <u>s</u> S <u>u</u> bje	ent this meet	ing invitatio	n yet. fessor ***						R]
<u>s</u> ena	Locati	on confe	erence room	1-123					Roo <u>m</u> s	
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	En <u>d</u> ti	me 2015,	/12/18 (金)		10:3	30	*			
له										

(4) Select attendees. The process is the same as selecting e-mail addresses. Select attendees and click [Required] or [Optional]. After selecting attendees, click [OK].

Selec	t Attendees and Resources: O	ffline Global Address List	
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Search: Mame only OMore of More of Mo	olumns Address Book		
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resources ->		01	Cancel
		<u> </u>	Cancel

(5) If you want to select a meeting room, click [Rooms...]. If there are meeting rooms that have registered on this system, click the meeting room. After the setting click [OK]. (The function of registration is not available as of Jan 2016. Therefore, you cannot use "Room Finder".)

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Send	S <u>u</u> bj	ect	meetii	ng with pro	ofessor ***				_		
2010	Loca	t <u>i</u> on [confei	ence room	1-123				-	Roo <u>m</u> s	
	S <u>t</u> art	t time	2015/1	12/18 (金)		10:0	• 00	All day event			

(6) Select a meeting room, click [Rooms ->], then click [OK].

Select Rooms: All Rooms								
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	~_7★			-	>			
<u>Kooms-></u>				(DK Cancel			

(7) By using [Scheduling Assistant], you can assign a meeting to a vacant time by confirming the schedules of the attendees.



(8) Enter "Subject", "Start time" and "End time". After setting the information, click [Send]. E-mail will be sent to attendees and temporary events will be assigned on their schedule.

	5 ?	↑ Ψ =			meeting with	profe	ssor *** - Meeting		3	? 📧		×
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Ŧ_ -	To <u>.</u>	;	; iessor ***									
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el												

6-5 Create Recurrent Meetings or Events

If you want to set a meeting or event that is held every week or every month. Click [Recurrence] on the screen and you can apply the settings.

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	En <u>d</u> time	2015/12/18 (金)		13:3	30	D <u>u</u> ra	ation:	0 minutes	~					
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								ОК		Cancel	<u>R</u> emove Re	currence		

6-6 Accept or Decline Invited Meeting

When a user is invited to meetings, a temporary event is assigned to their schedule (cf.5-3)

The temporary event is displayed with a striped line.



Select the event and select [Accept], [Tentative], or [Decline].

- •Accept :The event will be fixed and stripe will erased from the event.
- •Tentative :The event will remain as temporary status.
- •Decline :The event will be removed from your schedule.



When you accept/decline the invitation. You can send a reply to the organizer. •Edit the response before sending: The window for composing a message will open. You can send an e-mail to the organizer.

•Send the response now: Whether you have accepted/declined is sent to the organizer. •Do Not send the response: Whether you have accepted/ declined is not sent to the organizer.

6-7 Edit Event

You can edit events or meetings by double-clicking the appointment. An edit dialog will appear edit the information and click [Save & Close]. In case of a meeting, an e-mail notification will be sent to the attendees. As for recurrent meetings or events, you can edit whole appointments or edit one event you select.

%You cannot edit other users' schedules.

7. Other Settings

7-1 Use Sophia Mail with other mail apps.

ICT Office recommends using Outlook for exchanging e-mail via Sophia Mail. If you want to use a different e-mail client, please refer below settings.

*If you are using Outlook with POP/IMAP access, please a new account using Exchange.

Items	Settings
Incoming Settings	
Mail Server	outlook.office365.com
Encrypted Type	SSL
Port Number	POP:995 / IMAP:993
Outgoing Settings	
Mail Server	smtp.office365.com
Encrypted Type	TLS
Port Number	587
Account Settings	
Login ID	Users whose email address is
	xxx@sophia.ac.jp
	Faculty ID@ <mark>sophiamail</mark> .sophia.ac.jp
	Users whose email address is
	xxx@eagle.sophia.ac.jp
	Student ID/faculty
	ID@eagle.sophia.ac.jp
Password	Password for Sophia Mail

How to use e-mail on a smartphone or tablet (Android / iOS), refer to "Sophia Mail - Setting Manual for iOS and Android -".

- 7-2 Forward E-mails from Sophia Mail to another E-mail Service ICT Office does not recommend you forward messages from Sophia Mail to a smartphone or another e-mail service. Please apply Sophia Mail settings on your smartphone and receive the e-mail. When you forward the e-mail, please refer following instructions.
 - (1) Log in to OWA(Outlook Web App).

Faculty Members/Emeritus Professor (mail address is xxx@sophia.ac.jp) URL for faculties: <u>https://outlook.office365.com/owa/sophiamail.sophia.ac.jp</u> User ID: faculty number Password: If you have not changed your pre-set password, the one listed in your ICT Account Notice is valid.



Students/Alumni/Retired teachers (mail address is xxx@eagle.sophia.ac.jp) URL for students:<u>https://outlook.office365.com/owa/eagle.sophia.ac.jp</u> User ID: faculty number or student number

Password: If you have not changed your pre-set password, the one listed in your ICT Account Notice is valid._



(2) Select [Mail] on the menu.



(3) Click the gear icon 🏟 on the top-right of the screen and select [Options] from [Mail Settings].



(4) Click [Forwarding] from [Mail] on the light of the screen. Next, enable "Start forwarding" and enter the forwarding address.

%If you want to keep your e-mails on Sophia Mail, please check [Keep a copy of forwarded messages] option. Otherwise, the e-mails will be deleted.

iii Office 365	Outlook
 Office 365 Options Shortcuts General Mail Automatic processing Automatic replies Clutter Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies 	Outlook Save ★ Discard Forwarding Forward my email to: Enter an email address ✓ Keep a copy of forwarded messages Stop forwarding
Accounts Block or allow Consected accounts Forwarding POP and IMAP	

After the settings, click [Save].

7-3 Import Address Book from Active!Mail

You cannot transfer Group Addresses from Active!Mail. If you do not mind, please refer Instructions written on "AddressBook_ActiveMailToO365.xlsm". Please refer to the manual 'Convert Address Book' for more details.

7-4 Import Address Book from another E-mail Software

You can import the address book that is exported from another e-mail software to Outlook. In this section, we will explain Thunderbird. If you want to transfer the address book from a different e-mail software, please refer to the instructions of the software export CSV file and import the file to Outlook as same as Thunderbird. XYou cannot address the book from CSV on Outlook2016. Please be careful.

(1) Select Address Book on Thunderbird and select [Export] from [Tools].

		Address Bo	ok				
<u>File E</u> dit <u>V</u> iew <u>Tools</u> Help							
🚨 New Contact	Mail & Newsgroups Ctrl+1	Write 🛇 Delete		Name or Em	ail		
🔺 📗 All Address E	Import…	ail	Chat Nam	e	Organization		
Persona…s	<u>E</u> xport…	45@sophia.ac.jp					
Collecte…c	<u>O</u> ptions	nple@sophia.ac.jp					

- (2) Select a saving folder. Set file format as [Comma Separated (*.csv)] enter proper file name and save the file.
- (3) Right-click [Contacts] on [People] Screen on Outlook. Select [New Folder] Enter the folder name and click [OK]. In this example, input "Thunderbird".

Image: Second	Create New Folder
Image: Second secon	Name: Thunderbird
New Delete Communicate Current View Action	Eolder contains
Support tor transmess Contacts	Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select thems Select thems Select thems Select thems Cutter Select thems Conversation History Drafts Journal
ITEMS: 3 THIS FOLDER IS UP TO DATE.	

(4) Click [Open & Export] on the [FILE] tab on Outlook. Next, click [Import / Export].



(5) Select [Import from another program or file] and click [Next].

In	nport and Export Wizard
	Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)
	Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other files, such as Outlook data files (.PST) and text files.
	< <u>B</u> ack <u>N</u> ext > Cancel

(6) Select [Comma Separated Values] and select [Next].

Import a File						
	Select file type to import from:					
	< <u>B</u> ack <u>N</u> ext > Cancel					

(7) Click [Browse] and select the exported file at (2) and click [Next]. We will import it into a new folder. Therefore, you can select any option below.

 Import a File
Eile to import: (sktop\Thunderbird Address Book.csv Browse) Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicate items
< <u>B</u> ack <u>N</u> ext > Cancel

(8) Select the destination folder as the folder created at (3) (Thunderbird) and click [Next].

Select destination folder:
A9E2BC46-B3A0-4243-B315-60D GAL Contacts Lync 連絡先 - 2015-04-06T00:47: つつganizational Contacts PeopleCentricConversation Budi Recipient Cache Skype for Business Contacts Fhunderbird Conversation History
< <u>B</u> ack <u>N</u> ext > Cancel

(9) Confirm the message [Import "OOO.csv" into folder: $\triangle \triangle \triangle$] (OOO is the file name that you selected at (7)) and click [Map Custom Fields].

Import a File
The following actions will be performed:
Import "Thunderbird Address Book.csv" into f
Change Destination
This may take a few minutes and cannot be canceled.
< Back Finish Cancel

(10) Relate the import of the CSV file to a field in Outlook.

Select a value from [From:] and drag it to the field name on the right. The field name will be displayed in the [Mapped form].

<u>XYou must relate [Primary Email] to the [E-mail] field</u> on Outlook. If you do not connect that information, you cannot transfer the e-mail address to Outlook properly.

After the relating, click [OK].

Map Cust	om Fields	Map Custom Fields			
Drag the values from the source file on the left destination field on the right. Drag the item fr	, and drop them on the appropriate om the right to the left to remove it from the	Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right to the left to remove it from the			
From: Comma Separated Value Thunderbird Address B Drag	To: Microsoft Office Outlook Thunderbird	From: Comma Separated Val Drag To: Thunderbird Address Drag			
Value First Name Last Name Display Name Nickname Primary Email	Field Mapped from ↑ Name - Title - First Name First Name - Middle Name - Last Name Last Name	Value Value Field Mapped from Directory Server Frimary Email Secondary Email Secondary Email Volume Work Phone			
Secondary Email Screen Name	Clear Man	Home Phone Fax Number C Previour			
- Jensti Bert	OK Cancel	OK Cancel			

(11) The window goes back to previous one. Please click [Finish].

Import a File	
The following actions will be performed: Import "Thunderbird Address Book.csv" into f Ghange Destination	
This may take a few minutes and cannot be canceled.	
< <u>B</u> ack Finish Cancel	

(12) Confirm your address book is imported properly.

03	5 =				Thunderb	ird -				- Outlook	
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Connect to	o a social ne	twork		サタ	12345@s	ophia.ac.jp			abcde@	sophia.ac.jp	

How to Use Outlook for Windows

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